

Disabilities

Provider Enrollment

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January 2013

Provider Enrollment: New and Existing Providers

- □ Open Enrollment for New Providers
 - When
 - How
 - Requirements
- Expansion Requests for Existing Providers
 - When
 - Expedited Requirements



New Providers

- □ Open Enrollment for Letters of Intent (LOI)
 - July 1 31
 - January 1 31
 - Provider Informational Forums
 - □ Each June and December
 - □ Review Requirements and Process
 - Questions and Answers



New Providers: Policy Requirements

- □ DD Provider Enrollment Policy:
 - http://gadbhdd.policystat.com/
 - Policy # 02-701
- Policy Changes
 - Financial Requirements
 - Training Requirements
 - Administrative Requirements



January 2013

New Providers: Policy Requirements

- □ LOI's with Pre-qualifiers Timeline
 - 2 Days: PNM Acknowledgement Email
 - 30 days: PNM Status Report
 - 5 Days: Provider Response Submitted
 - 15 Days: PNM Final LOI Status Report



January 2013

New Providers: Policy Requirements

- Application Timeline*
 - 30 Days: Submit upon Invitation
 - 2 Days: PNM Acknowledgement Email
 - 15 Days: PNM First Status Report
 - 5 Days: Provider Response Submitted
 - 5 Days: PNM Final Status Report

^{*} New 6 month option to obtain license when required

Existing Providers

- □ Expansion requests are reviewed all year
 - 112 Current Open Applications
 - Currently Reviewing 30 to 60 days old

- □ Expedited Requests:
 - Initiated by the Regional Office
 - Approved by the Division of DD
 - Submitted to PNM



Policy Changes for Expansion

□ To be eligible for consideration of expansion:

Must have 12 months of service provision

and

 Successful completion of the DBHDD Standards Review or be accredited by one of the recognized accrediting bodies

Licensing Requirements for Respite

□ Personal Care Home Permit

Community Living Arrangement Permit

 Child Caring Institutions for 4 beds and Child Placing Agencies

Provider Numbers and Inactivity

- □ Provider Numbers Suspend 12 months of inactivity
- Provider Numbers Terminate 16 months of inactivity
- Numbers can only be Reactivated before Termination
- □ After Termination Provider must reapply for service BUT must apply as a new provider if this in the only agency number

□ Changes Effective January 1, 2013

□ Increased Experience



- □ Option 1 A designated agency director who must have
 - A bachelor's degree in a human service field:
 - □ Social Work,
 - □ Psychology,
 - Education,
 - □ Nursing, or
 - Closely Related Field

<u>AND</u>

■ Five years of experience in service delivery to persons with developmental disabilities,

WITH

At least two of these years serving in a supervisory capacity;

□ Option 2- A designated agency director who must have:

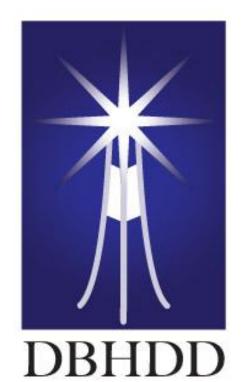
- Associate degree in
 - □ Nursing,
 - Education or
 - Related field

AND

 Six years of experience in service delivery to persons with developmental disabilities,

WITH

 At least two of these years serving in a supervisory capacity



Department of Behavioral Health & Developmental Disabilities

Provider Enrollment

